Tips for A Successful Day on Capitol Hill:

➢ Make sure to dress business casual (i.e., attire that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression). Most importantly, be sure to wear comfortable shoes, as you will be doing a lot of walking!

➢ You may meet with a legislator or their aide in the hallway or cafeteria. This happens often depending on other events on the Capitol that day – especially on the House side where offices are smaller.

➢ Do not be surprised if a Member of Congress or staff is late for a meeting or if the meeting is moved to a different location. Their daily schedules often get disrupted by unexpected issues.

➢ Each time you enter a House or Senate office building, you are going to have to go through security - even if you just left another House or Senate office building. Add at least 10 minutes for every security screening you have to go through.
   o Going through security is like going through airport security checks: be sure you have no extra liquids, scissors, knives, knitting needles, or other sharp objects.

➢ All of the House and Senate buildings are connected underground. If you have back-to-back meetings on the House or Senate side, use the underground connections to walk to the next meeting.

➢ Allow at least 15 minutes between meetings on the House side and 30 minutes for meetings between the House and Senate.

➢ The numbering system on the House side is building + floor + room number. So, a meeting in 2243 is in Rayburn 2nd floor, Room 43.
   o Cannon = no number [243]
   o Longworth = 1 [1243]
   o Rayburn = 2 [2243]

➢ Rayburn is shaped like a spider, so the room numbers do not necessarily count up when walking the halls. Use the maps in the corridors to find the quickest ways to your meetings.

➢ You may meet with the legislator- but it is more common to meet with an aide. Either is fine!
There are cafeterias in the basement of the Longworth Building and Rayburn Buildings on the House side and the Dirksen Building and Russell Building on the Senate side. If you have time between meetings, these are good places to go to rest, relax, and to get a snack or drink.

Know who you’re meeting with (i.e., political party, positions on issues ACNM cares about, committee assignments, are they a sponsor/cosponsor, previous votes). Doing your homework makes you credible!

While you’re on the Hill, we encourage you to take as many of your own photos as possible and post them to social media tagging @ACNMinwives utilizing the hashtags #MidwivesMakeaDifference #ACNMAdvocacy #ACNM19. You can also tag your legislators and thank them for their time!

Tips for Effective Discussions/Visits with Your Legislators and Their Staff:

Do!

➢ Thank them for taking your viewpoint into consideration.
➢ Be forthright and informative in your communication. Keep It Simple!
➢ Be brief, but succinct.
➢ Tell the legislator and/or their staff want him or her to do and provide a persuasive argument. Remember: You are the expert!
➢ Cite specific bills, issues, and titles.
➢ Offer to provide additional background information and offer to assist his or her staff in any way possible.
➢ Show the Legislator and staff persons that you care about the issue you are discussing and tell them why. Expect your Legislator to be responsive to your views; that is why he or she was elected.

Do Not!

➢ Don’t be narrowly ideological. Put things in perspective.
➢ Don’t be arrogant, threatening, or confrontational.
➢ Don’t take a long time to make a simple point. Condense and consolidate. They have just a few minutes to meet.
➢ Don’t be overly technical.
➢ Don’t expect your Legislator to drop everything and focus only on your concerns.
➢ Don’t be put off if you see the Legislator’s key staff person instead of the Legislator. Key staffers are powerful people.

MAKE SURE TO TAKE A PICTURE WHERE YOU CAN, EITHER WITH STAFF OR WITH THE LEGISLATOR